
DLA ADMINISTRATIVE SUPPORT CENTER

POSITION:	Quality Assurance Specialist (Electronics), GS-1910-11	ANNOUNCEMENT:	DCMDI-29-CS
LOCATION:	Defense Contract Management Command District International (DCMDI)	OPENING DATE:	April 9, 1997
Duty Station:	Saudi Arabia	CLOSING DATE:	Open Continuous

AREA OF CONSIDERATION: Appointable Employees of Department of Defense

APPOINTMENT CRITERIA: Currently tour lengths in Saudi Arabia are being limited to one year on an unaccompanied basis. However; this situation may change at any time, and if so, dependents would be allowed to join employees in Saudi Arabia at the time of such change. Until then employees would be able to apply for separate maintenance allowance (SMA) for their dependents who remains in the United States.

DUTIES: The incumbent serves as a Quality Assurance Specialist . Performs quality assurance specialist duties IAW DLA and DCMCI quality assurance directives in a Foreign Military Sales (FMA) environment for the purchase of advanced aircraft and electronic systems which are deployed and maintained in widely dispersed areas within the Kingdom of Saudi Arabia. Develops and implements a government quality assurance surveillance program IAW DLAM 8200.5 to verify that adequate quality assurance methods and procedures are being used and are controlling product quality within prescribed tolerances. Analyzes contractor's quality assurance program to assure compliance with contractual requirements. Assures that valid sampling and testing techniques are being used. Performs in-process and final product audits of complex aircraft, electronic systems and associated equipment/services. Investigates the validity and seriousness of unsatisfactory test results and surveillance reports, with the depth of inquiry depending on the type of discrepancy. Complies and analyzes data generated by the Government Quality Assurance Program and Contractor Quality Control Systems. Keeps the SQAR informed on the status of assigned tasks, problems encountered and activities accomplished.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience at or equivalent to the GS-9 level which demonstrates a practical knowledge in monitoring, controlling, or maintaining the quality of products or services in quality assurance, procurement, inspection, production, or related areas. Qualifying experience includes (1) reviewing production activities and capabilities in light of contract quality requirements; (2) reviewing written quality or inspection procedures for adequacy, and evaluating the implementation and effectiveness of quality/inspection systems, including sampling plans; (3) analyzing quality data to detect unsatisfactory trends or weaknesses in the quality/inspection system; (4) verifying by test or inspection, using sampling inspection or intensive product inspection techniques that products comply with requirements prior to acceptance; (5) identifying inadequacies and requesting corrective action; (6) computing data, summarizing results, and preparing reports or charts depicting pertinent relationships using statistical methods; (7) investigating customer complaints and deficiency reports, and providing identification of causes to appropriate authorities; (8) reading, interpreting and applying technical data such as blueprints, engineering drawings, product specifications, or technical manuals; and (9) reviewing and evaluating supply systems operation and procedures through periodic audits and surveillance inspections. Applicants must have served at least one year in grade GS-9 to meet OPM time-in-grade requirements.

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<u>EVALUATION METHODS:</u>	<u>MAXIMUM POINT VALUE</u>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	5
	100

METHOD OF RANKING: Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

OTHER:

1. This position may be filled through means other than the competitive promotion process. This may include reassignments or repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. This position is designated noncritical sensitive as defined in DoD 52200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer.
3. Applications will be accepted from VRA Eligibles and disabled veterans who are in receipt of compensation at the rate of 30% or more.
4. Time in grade and qualification requirements must be met by the closing date of this announcement.
5. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
6. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
7. TDY is required.
8. As defined in DLAR 1416.8, Pay retention will be offered to successful applicants whose pay would otherwise be reduced if selected for this position.
9. Tour of Duty will be Saturdays through Wednesdays.
10. IF THIS POSITION IS FILLED BY A MILITARY SPOUSE RESIDING IN THE COMMUTING AREA, THIS MILITARY SPOUSE WILL BE GIVEN AN EXCEPTED SERVICE APPOINTMENT UNDER SCHEDULE A AUTHORITY 213.3106.(b)(6).

HOW TO APPLY: Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire. APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

WHERE TO APPLY: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.

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Merit Promotion Questionnaire

Position: Quality Assurance Specialist (Electronics), GS-1910-11

Location: Saudi Arabia

JOA#

Applicant Name: _____

SN: _____ **Office Phone:** _____

Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Please mark your answers clearly. You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Unless otherwise instructed, circle every answer which applies. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the "Where on Application" column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration/Management, Chemistry, Electronics, Engineering, Economics Finance, Industrial/Materiel Mgt. Math, Marketing & Production Mgt.

Level of Education	Major (points)
8 Semester/12 Quarter Hours	____ Any Major (0)
16 Semester/24 Quarter Hours	____ Any Major (2)
1 Academic Year	____ Any Major (3)
2 Academic Years	____ Related Major (8) ____ Other Major (5) ____ Any Major (0)
3 Academic Years	____ Related Major (10) ____ Other Major (6) ____ Any Major (0)
Bachelor's Degree	____ Related Major (15) ____ Other Major (9) ____ Any Major (0)
1 Graduate Academic Year	____ Related Major (15) ____ Other Major (10) ____ Any Major (0)
Master's Degree or Higher	____ Related Major (15) ____ Other Major (12) ____ Any Major (0)

Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

____ Value Engineering ____ Meritorious or Superior Civilian Service
____ EEO Award ____ Commendable Service Certificate
____ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are:

Any GS-800 Series, GS-1150 Series, GS-1670, GS-1910

Rating Level	Related	Unrelated
Exceptional (Level 5)	____ 5 points each	____ 3 points each
Highly Successful (Level 4)	____ 4 points each	____ 2 points each
Fully Successful (Level 3)	____ 3 points each	____ 1 points each
Below Fully Successful (Level 1 or 2)	____ 0 points each	____ 0 points each

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Ranking Questions	Where on Application
<p style="text-align: center;">Quality Assurance Specialist (Electronics), GS-1910-11</p> <p>Up to 65 points are awarded for experience. Please circle your “Yes” or “No” response to each question. Uncircled questions will be considered as “No” responses.</p> <ol style="list-style-type: none"> 1. Are you certified in the Electronics commodity? a. Yes b. No 2. Are you Aircraft commodity certified? a. Yes b. No 3. Are you Aerospace certified? a. Yes b. No 4. Are you Ammunition certified? a. Yes b. No 5. Have you worked in resident facilities? a. Yes b. No 6. Have you worked in PDM/MOD facilities? a. Yes b. No 7. Have you worked in Non-resident facilities? a. Yes b. No 8. Have you worked in a staff office? a. Yes b. No 9. Have you implemented PROCAS at a resident facility? a. Yes b. No 10. Have you implemented PROCAS at a non-resident facility? a. Yes b. No 11. Have you provided staff assistance with PROCAS implementation? a. Yes b. No 12. Have you provided assistance with PROCAS as a facilitator? a. Yes b. No 13. Have you used databases developed by others? a. Yes b. No 14. Have you developed databases for recording QA data? a. Yes b. No 15. Do you have completely automated QA data recording requirements? a. Yes b. No 16. Have you performed detailed process flow charting and data analysis using SPC methods at a resident facility? a. Yes b. No 	

Ranking Questions	Where on Application
<p>Quality Assurance Specialist (Electronics), GS-1910-11</p> <p>17. Have you performed detailed process flow charting and data analysis using SPC methods at a non-resident facility? a. Yes b. No</p> <p>18. Have you worked as a member of a multi-functional team (such as a PST) performing quality assurance, contract administration and technical support functions? a. Yes b. No</p> <p>19. Have you worked as a facilitator of a multi-functional team performing quality assurance, contract administration and technical support functions? a. Yes b. No</p> <p>20. Have you participated as a member on a process action team or quality improvement team? a. Yes b. No</p> <p>21. Have you participated as a facilitator on a process action team or quality improvement team? a. Yes b. No</p> <p>22. Have you prepared written summary reports of product audit findings and recommendations? a. Yes b. No</p> <p>23. Have you prepared written investigative reports? a. Yes b. No</p> <p>24. Have you prepared written reports recommending alternative methods of operation? a. Yes b. No</p> <p>25. Have you made oral presentations to first line supervisor? a. Yes b. No</p> <p>26. Have you made oral presentations to Operations Chiefs or their equivalents? a. Yes b. No</p>	

Certification

<p>I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.</p>	
<p>Signature:</p>	<p>Date:</p>

OVERSEAS ALLOWANCES AND BENEFITS INFORMATION - JOA # _____

Overseas allowances and benefits information is provided for the following location:

 Saudi Arabia . PLEASE NOTE: Only items checked below apply.

 X LENGTH OF TOUR: 1 years. (Possible extension of up to 5 years.)

****This is a one year, unaccompanied tour. Family members and spouses will not accompany selectee. Selectee may apply for Separate Maintenance Allowance.

 *Tax free living quarters allowance (LQA) of _____ to _____, based on grade and number of dependents. The LQA is payable to eligible civilian employees when government owned or rented quarters are not provided without charge at the employee's permanent duty station in a foreign area.

 X Government quarters are provided at no charge to the employee.

 X * 25 % Post Allowance (PA) is authorized. PA is a cost-of-living allowance. It reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.

 X * 20 % Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. PD is taxable.

 Concurrent transportation of dependents is authorized.

 X Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.

 X Shipment of 4500 pounds of household goods (HHGs) to the overseas area is authorized. (NTS and HHGs shipment combined can not exceed 18,000 pounds.)

 X One privately owned vehicle may/may not be shipped at government expense.

 X Salary advance of 3 months is authorized. Advances may be made during the period 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.

 X Home leave is accrued at the rate of 15 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.

 Return rights within DLA are mandatory.

 X Return rights within DoD are mandatory.

 X Real estate expenses are not authorized.

Note: An overseas sponsor will be appointed at the time of selection to provide more specific information. Further information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II.

*SUBJECT TO CHANGE WITHOUT NOTICE.

AS OF: 3/26/96